

Instruction Sheet

DEP7007CC Compliance Certification

This form is completed on an annual basis and is required to be submitted on January 30th of each year for the prior calendar year for sources subject to 401 KAR 52:020, 401 KAR 52:030, and 401 KAR 52:040. This form is used to document compliance of all emission units during the reporting period.

The DEP7007CC form should be completed by starting at the beginning of the permit and listing each term or condition of the permit on the DEP7007CC form on a new row in the order in which the term or condition appears in the permit. The applicable regulation can be listed additionally, but the permit term or condition should be specified in the "Permit Condition or Applicable Regulation" column for each row.

Section CC.1: Source Information

Identify the source location. This information should be identical to the information on the DEP7007 forms submitted as part of the permit application.

- 1) Source Name: Enter the name of the facility.
- 2) Agency Interest (AI) ID: Enter the agency interest number of the facility. This number can be found on the front page of the permit. A new facility will not have an agency interest number.
- 3) Source Location Address: Enter the actual street address of the facility. Do not enter a P.O. Box.
- 4) Technical Contact: Enter the technical contact's name, e-mail, and phone number.
- 5) Permit Number(s): Enter the permit number of the permitted facility. This number is found on the front page of the permit. A new facility will not have a permit number.
- 6) County: Enter the county in which the source is located.
- 7) KY EIS (AFS) #: Enter the Kentucky Emissions Inventory Section identification number of the facility. The KY EIS number follows the format: 21-____-_____. A new facility will not have a KY EIS number.
- 8) Submittal Information: Please indicated by marking yes or no, if you are certifying any requirement(s) as "not in continuous compliance." Specify the dates of the reporting period.

Section CC.2: Signature Block

9) The application must be signed by a responsible official, as defined by 401 KAR 52:001, Section 1(62):

"Responsible official" means:

(a) For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of that person if the representative is responsible for the overall operation of one (1) or more manufacturing, production, or operating facilities applying for or subject to a permit; and

1. The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25,000,000 (in second quarter 1980 dollars); or

2. The delegation of authority to the representative is approved by the cabinet in advance pursuant to this subsection;

(b) For a partnership or sole proprietorship, a general partner or the proprietor, respectively;

(c) For a municipality, state, federal, or other public agency, a principal executive officer or ranking elected official. For this administrative regulation, the principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operation of a principal geographic unit of the agency (e.g., a regional administrator of the U.S. EPA); or

(d) For the acid rain portion of a permit for an affected source, the designated representative.”

Section CC.3: Identification of Emission Units & Each Term or Condition of the Permit

All emission units at the source shall be provided. All permit limits, actual emissions, compliance status, the applicable requirements, and methods of compliance shall also be provided.

10a) Emission Units in Continuous Compliance.

All emission units that are in continuous compliance at all times with all applicable requirements shall be provided in this space.

- Emission Unit/Permit ID#: Enter the unique number used to identify the emission unit. If the emission unit is currently permitted, use the existing identification number.
- Permit Term, Condition, or Applicable Regulation: Include all permit conditions listed in the permit.
- Emission Unit Description: Enter a description of the emission unit.
- Permit Limit: Enter all numeric limits as well as other applicable requirements.
- Actual Emissions or Status of Requirement: Enter emissions based on actual throughput. This column may also be used to indicate compliance with limits on actual usage or production rates that corresponds to a limit on the permit. This column should be left blank unless source has a specific limit on emissions, usage, or throughput.
- Method Used for Determining Compliance over the Reporting Period, and Whether the Method Provided Continuous or Intermittent Data: Enter the compliance demonstration method as listed in the permit. Include whether the method was continuous or intermittent.
 - Continuous method- method with which data is collected in a continuous manner as is typically defined in regulations as data that is collected and analyzed/recorded at least once every 15 minutes. If there are gaps in data, the method cannot be considered continuous.
 - Intermittent method- all methods that are not continuous.

10b) Emission Units in Continuous Compliance but Subject to Future Compliance Dates.

All emission units at this source that are subject to future compliance dates must provide the future compliance schedule and the reason for future compliance date.

- Emission Unit/Permit ID#: Enter the unique number used to identify the emission unit. If the emission unit is currently permitted, use the existing identification number.
- Future Compliance Schedule: Enter a schedule to meet the future compliance date.

- Emission Unit Description: Enter a description of the emission unit.
- Reason for Future Compliance Date: Enter the reason for future compliance.

10c)(1) Emission Units Not in Continuous Compliance.

All emission units that are not in continuous compliance with all applicable requirements since the last reporting period must be listed.

- Emission Unit/Permit ID#: Enter the unique number used to identify the emission unit. If the emission unit is currently permitted, use the existing identification number.
- Permit Term, Condition, or Applicable Regulation: Include all permit conditions listed in the permit.
- Emission Unit Description: Enter a description of the emission unit.
- Permit Limit: Enter all numeric limits as well as other applicable requirements.
- Actual Emissions or Status of Requirement: Enter emissions based on actual throughput. This column may also be used to indicate compliance with limits on actual usage or production rates that corresponds to a limit on the permit. This column should be left blank unless source has a specific limit on emissions, usage, or throughput.
- Method Used for Determining Compliance over the Reporting Period, and Whether the Method Provided Continuous or Intermittent Data: Enter the compliance demonstration method as listed in the permit. Include whether the method was continuous or intermittent.
 - Continuous method- method with which data is collected in a continuous manner as is typically defined in regulations as data that is collected and analyzed/recorded at least once every 15 minutes. If there are gaps in data, the method cannot be considered continuous.
 - Intermittent method- all methods that are not continuous.

10c)(2) Emission Units Not in Continuous Compliance.

For all emission units listed in 10c)(1), provide the reason, duration, and magnitude of noncompliance.

Section CC.4: Notes, Comments, and Explanations

Use this sheet provide additional notes, comments, or explanations on the information provided in Sections CC.1, CC.2, and CC.3.